ENTERPRISE ARCHITECTURE RESPONSIBILITIES
OF COMMERCE OPERATING UNIT
CHIEF INFORMATION OFFICERS

Below is a summary of key responsibilities of operating unit Chief Information Officers in the area of Enterprise Architecture. The section includes a list of deliverables with corresponding due dates. The section also identifies an element, objective, and activities and can be used as the basis for performance plans.

Element: Enterprise Architecture

Objective: To develop, maintain, and facilitate the implementation of a sound and integrated enterprise information technology architecture to achieve interoperability and portability of systems, integration of work processes and information flows, and information exchange and resource sharing to support strategic goals within Commerce and with external partners.

Activities:

·   Develop an Enterprise Architecture, in accordance with Commerce policy, the Clinger-Cohen Act, and Office of Management and Budget Circular A-130, which serves as a integrated framework for evolving or maintaining existing IT and acquiring new IT to achieve the agency's strategic goals and information resources management goals.

·   Develop and periodically review and update:

    ·   The enterprise architecture vision, objectives, and principles.

    ·   The baseline of the IT environment focusing on work that your operating unit performs, the interfaces to external partners, the information required to do the work, the applications required to process the information, and the technology required to support the applications.

    ·   The target enterprise architecture, including the security architecture, depicting a model of your operating unit's IT in three to five years.

- The gap analysis identifying the differences between the baseline and target architectures.

- The migration plan identifying the steps to bridge the gaps between the baseline and the target architectures and including specific schedules and resources needed.

- Implement and monitor the progress of the migration plan and demonstrate the linkage to the IT capital planning process.

- Develop and maintain your operating unit's Standards Profile and Technical Reference Model (TRM) in accordance with the Department's TRM and Standards Profile.

- Link the architecture to strategic and operational IT planning, IT investment review, and IT security planning.

- Align the architecture with the Federal Enterprise Architecture, specifically the Business Reference Model (BRM), the Performance Reference Model (PRM), the Service Component Reference Model (SRM), the Technical Reference Model (TRM), and the Data Reference Model (DRM).

- Establish, document, and implement a Governance Structure to ensure enterprise-wide compliance with the Enterprise Architecture. Include architectural compliance as an integral part of IT Review Board process.

- Annually assess the maturity of the IT Architecture using the Commerce IT Architecture Capability Maturity Model and OMB's Enterprise Architecture Assessment. Ensure that the Enterprise Architecture continually matures according to both models, achieving at least a level 3.

- Demonstrate the practical results of your architecture efforts, e.g., elimination of redundant systems, streamlined processes, efficiencies, etc.

- Keep abreast of Commerce guidelines for developing and maintaining operating unit Enterprise Architectures.

OCIO Deliverables	Due Date
IT Architecture, including Governance	Annually, per call or comments

Structure	memorandum
IT Architecture maturity model self-assessments	August, annually

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